

Arkansas Tobacco Settlement Commission Meeting Minutes

MEETING DATE: Wednesday, September 22, 2004	MEETING TIME: 1:30 p.m. to 4:00 p.m.
CHAIRPERSON: Gen. (RET) Bill Lefler, DDS, FACP	MEETING PLACE: Department of Higher Education
PERSON RECORDING: Shabbir Khan	DHE Conference Room, 3rd Floor, 104 East Capitol Avenue, Little Rock.
<p>BOARD MEMBERS:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Present</p> <p>Gen. (Ret.) Bill B. Lefler, D.D.S., Chairman Kurt Knickrehm Anthony Fletcher, M.D. Lynda Lehing (designee for Fay Boozman, M.D.) Judy McAinsh (designee for Linda Beene, Ed.D.)</p> </div> <div style="width: 45%;"> <p>Not Present</p> <p>Susan Barett John Aheln, Ph. D Ken James, Ed. D Omar Atiq, M.D.</p> </div> </div> <p>STAFF:</p> <p>Chiquita Munir Shabbir Khan</p> <p>INVITED GUESTS:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Suzanne McCarthy, UAMS Stephen Deere, Arkansas Democrat Gazette Dr. Larry Cornett, ABI Warren Readnour, Attorney General's Office Judy Smith, AMHC Cynthia Gregory, AMHC Lo V, AMHC</p> </div> <div style="width: 45%;"> <p>Dr. Becky Hall, Delta AHEC Dr. Claudia Beverly, AAI Robin McAtee, AAI Leslie Humphries, ABI Willa Sander, COPH James Raczynski, COPH</p> </div> </div>	

<p>Introduction and Welcome</p>	<p>General Lefler called the meeting to order at 1:40 p.m. General Lefler welcomed everyone to the meeting and introduced Judy McAinsh, representing Dr. Linda Beene from the Department of Higher Education. Lefler announced that Lynda Lehing will be representing Dr. Boozman from the Department of Health. He thanked all the members of the ATSC programs for attending the Public Health Welfare and Labor Committee (PHWLC) meeting on September 9, 2004. Lefler also thanked Judy Smith of Minority Health Initiative for her contribution to the program. Lefler mentioned that all the ATSC programs are making good progress and that RAND did an excellent job in reviewing all the programs. He mentioned the PHWLC meeting was successful and that now PHWLC has a clear idea that RAND can only make recommendations to the ATSC Commission for consideration. He added that if the Commission does not agree with any RAND recommendations, the Commission can reject them. Lefler thanked everyone for their support at the PHWLC meeting and waiting all afternoon to make it a successful meeting. The article in the Arkansas Democrat Gazette by Nell Smith reflected the success of the PHWLC meeting.</p> <p>Written handouts were distributed by Chairman Lefler:</p> <ul style="list-style-type: none"> ▪ Meeting agenda ▪ Minutes of the 9/8/04 meeting ▪ Financial Update ▪ RAND Report & Recommendations 		
--	--	--	--

TOPIC	DISCUSSION	RECOMMENDATION/ACTION	FOLLOW-UP STEPS
<p><u>Old Business</u></p> <p>Review/Acceptance of Minutes</p> <p>Financial Update</p>	<p>Minutes of the September 08, 2004 meeting were reviewed by Commissioners.</p> <p>Chiquita Munir mentioned that the Commission has spent about \$5,000 for operating expenses for the fiscal year. Munir said that about \$201,619 is committed to RAND's contract. She added that the Commission will renegotiate with RAND in October for the future contracts for the next two years with ATSC. Munir mentioned that about \$209,826 is committed to the Community Grants this year. Unlike last year, Munir has awarded 50% of the grant money this year to begin with. The grant awardees have to request the remainder 50% in writing to ATSC and showing necessary documentation proving they have met the obligation of the grant goals. Munir also mentioned that remaining budget of \$283,711 from the grant may need to be shifted over to satisfy the obligations for the RAND contract. She expressed concern over the reduction in ATSC budget this year. Last year the Commission received \$1.6 million dollars in funding. Munir added that this year the Commission only has a total of \$937,144 to work with. She said that the Commission may not have sufficient fund for a Community Grant Program next year.</p>	<p>Motion to approve by: Mr. Kurt Knickrehm Seconded by: Ms. Lynda Lehing.</p> <p>Minutes from September 08, 2004 meeting were unanimously accepted.</p> <p>General Lefler inquired about what happens to the interest of the \$100 million trust fund. Munir said it continues to grow. Kurt Knickrehm agreed.</p> <p>General Lefler mentioned that the Commission took a pretty hard hit this year, due to the reduction in funding. Chiquita Munir added that unlike years past, this year the Commission did not receive the January payment which allows for interest to be gained from January - June. Munir said that the Commission just received one payment on April. Lefler suggested if the Commission can seek any relief from the Office of Budget.</p> <p>Knickrehm asked about the time frame of the RAND contract renewal and if there is going to be any changes in the contract. Munir said the RAND contract will be renewed in October. She added that there is a clause in the RAND contract which allows for renegotiating and without requiring it to be rebid. She also stated that she expects the cost to reduce substantially.</p>	<p>Chiquita Munir will schedule a meeting with Mike Stormes of the Office of Budget and discuss if any opportunities available for the Commission to receive additional funding.</p>

TOPIC	DISCUSSION	RECOMMENDATION/ACTION	FOLLOW-UP STEPS
<p><u>New Business</u></p> <p>RAND Recommendations</p>	<p>General Lefler mentioned that the Commission had agreed at the meeting in July to accept the RAND findings and voted to continue funding of all the seven programs of ATSC. Lefler said that all the Program Leads reviewed the RAND findings and that today we needed to review the recommendations that go along with those findings. He added that the Commission needs to vote on the RAND recommendations.</p> <p>Chiquita Munir said there are some cross cutting themes that were identified in the Chapter 12 Recommendation of the RAND Report. She mentioned that some of the main areas of common themes are collaboration and coordination across programs, governance leadership and strategic direction, monitoring and quality improvement and financial management. Munir said that many of the programs have already collaboration efforts in place. She added that RAND report suggested that governance bodies should take a more active role in guiding the future strategic direction for all the programs. She said that there is a need to show how the programs work with the board or governance body and how they provide over site to the programs. Munir stated that all the seven programs can address these issues in the upcoming ATSC Quarterly Report.</p>	<p>The Commission voted to accept the programmatic findings and recommendations with the exception of those that required a change in funding levels or any legislative actions.</p> <p>General Lefler mentioned that various programs have different types of governance. He said that it is important for all the programs to have a relationship with their advisory boards or governance boards of the program.</p>	<p>Munir also stated that these recommendations provide the framework around issues needed to be addressed in future quarterly reports.</p>

TOPIC	DISCUSSION	RECOMMENDATION/ACTION	FOLLOW-UP STEPS
<p><u>New Business</u></p> <p>RAND Recommendations</p>	<p>Munir said that as all the seven programs mature, the indicators and goals and objectives for the programs are going to change and evolve over time. She mentioned ultimately that is going to provide new outcomes. She said the Commission need to make sure that appropriate data is being collected for all these programs and that they can address the outcomes and that each program has resources to meet goals – including personnel and technical assistance. Munir said that of all four recommendations by RAND, financial management is one of the most important one. Munir mentioned that during RAND financial analysis, there were some programs that had difficulties showing the funding stream that accurately showed the dollar amount being spent in categories in which they are appropriated. She gave an example as two of the programs had difficulties in identifying capital vs. operating expenses. Munir suggested that this issue can also be discussed with Mike Stormes for appropriation process in change of budgeting.</p> <p>General Lefler asked if there were any comments or concerns regarding the RAND programmatic recommendations.</p>	<p>General Lefler said that it is necessary for the Commission to keep a track of all the spending of all the seven programs. He added that the programs budgets should be accurate so they can be accountable for what is being spent.</p> <p>Munir suggested that issue need to brought to attention immediately. Judy Smith inquired whether the tracking spending can be done electronically. Munir will notify the Commission on that after meeting with Mike Stormes. Munir asked whether the Commission will appoint a Committee to help her handle this issue. Knickrehm inquired whether Munir would need any special help or any particular Commission Members to form the Committee. He said that if Dr. Ahlen or anyone from the Department of Higher Education could help Munir. It was suggested to have staff, Dr. Ahlen and Dr. Beene form a Committee to keep track of the spending and budget of all the seven programs. All Commission members present unanimously agreed.</p> <p>Lynda Lehing mentioned that there was couple of the RAND recommendations for the Tobacco Prevention and Cessation Program that stated a change in funding level and provides additional financial resources. She addressed her concern over these recommendations and clarified with the Commission that those recommendations may be hard to attain.</p>	

	<p>General Lefler entertained a motion to accept the RAND programmatic recommendations with the exception of raising the funding levels and requiring legislative actions.</p> <p>Munir said that the Commission was going to turn in an executive summary along with the Biennial Report to the Governor and the General Assembly on October 1, 2004. She said that the report is going to include the Commissions recommendations, along with RAND's recommendations – which the Commission voted to accept. General Lefler entertained a motion to approve the report to be sent to the Governor and the General Assembly.</p> <p>The General mentioned that all the seven program need to send their program reports or any documents to the ATSC office that tells a little about their program and what they are doing.</p> <p>.</p>	<p>Dr. Raczynksi mentioned that some of the RAND recommendations for the College of Public Health required legislative actions. Munir clarified that the Commission will not accept recommendations that required legislative action.</p> <p>Motion to approve by: Mr. Kurt Knickrehm Seconded by: Ms. Lynda Lehing.</p> <p>Rand programmatic recommendations were unanimously accepted.</p> <p>Motion to approve by: Ms. Lynda Lehing Seconded by: Dr. Anthony Fletcher</p> <p>All the program leads have noted and some have already submitted their program reports/documents to the ATSC office.</p>	<p>Munir will send all the program report/documents to all the legislators.</p>
--	--	--	---

<p>Adjournment</p>	<p>Dr. Claudia Beverly mentioned that Dr. Dennis of New York will be coming to Arkansas to study the Arkansas Model focusing on the Arkansas Aging Initiative in November 2004. She mentioned that Dr. Dennis intends to write a book on this study and would be using this date to study senior citizens through out the U.S.</p> <p>Dr. Becky Hall of Delta AHEC mentioned that they are opening a new building facility of 25,000 sq. ft. which will include a wellness center. The new building will be in full operation shortly.</p> <p>General Lefler entertained a motion to adjourn this meeting of the ATSC.</p> <p>With no other business to discuss, the meeting adjourned at 3:00 p.m.</p>	<p>General Lefler congratulated AAI on their achievements and asked them to spread the good news to all the programs and visitors.</p> <p>Dr. Fletcher asked Dr. Hall if the building had any facilities of a swimming pool. Hall said that due to insufficient funding a swimming pool was not built at this time.</p> <p>General Lefler motioned to adjourn the meeting. Dr. Fletcher seconded. All Commissioners unanimously approved.</p>	
---------------------------	---	---	--